

West Hartford Substance Abuse Prevention Commission (SAPC)
Meeting Minutes
September 22, 2016

Attendees: Joe Kalache, Joanna Curry-Sartori, Cyndi Brown, Helen Drohan, Jamal Hines, Grace Johnson, Jean Schensul, Mitchell Irving, Cheryl Kassow, Yifrah Kaminer, Kim Ambroise, Dave Pauluk, Pat Tyler, Roszena Haskins, Eric Rocheleau, Ben Grippo, John Mancini.

Joe Kalache opened the meeting:

- Joe introduced himself as a Social Worker for the Town's Social Service Department, and explained that he applies for and administers a mini grant from CASAC to be used for substance abuse prevention efforts in town.
- First order of business will be focused on the process to nominate a new chair and appointed members.
- As Joanna, the coordinator of the commission has worked over the last month to confirm active members on the commission and update the roster, she discovered that we haven't officially appointed members since 2010 and also that we have further steps to take to nominate and vote on our new chair.
- There was discussion to explain that she has worked with people in town hall, including corporate counsel to clarify the process and was prepared to brief everyone present on that process so we could follow it.
- It was explained that as those appointed in 2010 were not officially replaced, these members still have a position on the commission including voting power, helping us establish a current commission.
- Given this, a question was raised as to whether the first vote could be for new appointed members so they could be a part of voting for the new chair. Joanna said she would look into this.
- Through either email or phone calls Joanna attempted to reach all those appointed in 2010.
- Jeff Bersin resigned from his position as chair of the commission. The first item of business is to appoint a temporary chair to oversee our meetings.
- Joe nominated Joanna to chair this meeting and any future meetings until we have appointed a new chair for the commission. Joanna Curry-Sartori is a Community therapist from the Bridge Family Center and she has been serving as the coordinator for this commission for the last year.
- All appointed members, please vote if you agree?
 - Yes (Pat Tyler, Cyndi Brown, Cheryl Kassow, Rosena Haskins)

Joanna Curry-Sartori chaired the remainder of the meeting:

- Joanna welcomed all those returning and also those joining for the first time.
- Grace will be note taker.
- Joanna acknowledged that we share a very deep concern for what is currently happening in regards to substance abuse and recognize the importance of having a cohesive and effective response as a community.
- In order to do this, our current focus is on revitalizing participation and clarifying our purpose as a commission.
- Today's meeting is largely logistical and she asked that those attending appreciate how this is intended to make the foundation for us to work together effectively.
- And while we have a process to go through to establish a new and official working commission, she asked that as we proceed with today's meeting, we keep in mind our unified purpose and work together.
- The first item on the agenda says "special meeting for appointing new members."
- She asked people hold questions until she fully explained the process.
- In order to nominate and vote on a new Chairperson and select who to appoint to fill vacant positions, the 2010 members would need to vote to hold a special meeting for this purpose.
- Here is what could happen at a special meeting and what the nomination process would look like.
- Special Meeting:
 - We would have a call for nominations for chairperson and an opportunity for all those interested to share their interest and qualifications for the position.
 - Appointed members will vote on the new chair person.
 - Then those who would like to be nominated to serve on the commission can briefly share their interest and qualifications to serve as a member of SAPC.
 - The 2010 members will then vote to appoint new members to the commission.
 - Following this meeting, the results of the meeting will be submitted to town counsel for their vote.
 - Assuming the chair and new members are appointed by Town Counsel, we will have a new, active and voting commission.
 - This new list will be on file with the town clerk and posted on the town website.

- Going forward this will be an established yearly process to appoint new commission members and when relevant, the new chair.

Chairperson: Roles and responsibilities:

The former chair and coordinator delineated their duties as follows however the new chair and coordinator can revisit this.

A descriptions of the duties of this role were outlined April 1, 2015. The main duties include:

- Provide vision and leadership to the Commission
- Facilitate monthly meetings.
- Develop meeting agendas in collaboration with SAPC Coordinator.
- Approve meeting minutes prior to presentation to Commission members for approval.
- Assist in the identification and recruitment of new SAPC members.
- Present SAPC recommendations to Town Council on an annual basis in compliance with town guidelines.
- Attend SAPC sub-committee meetings (as necessary) focused on moving the business of the SAPC forward.
- The final duties listed pertain to the CASAC grant and the involvement of the chair with this grant is being reconsidered as the grant is administered by Social Services.

As coordinator for SAPC duties include:

- Schedule meetings, create and distribute the agenda.
- Take meeting minutes and ensure they are posted.
- Maintain SAPC member list and assist in process to appoint new members.

Appointed Member of SAPC:

- (See hand out re: nominations at the end of this document)

There is a designated list of representatives to make up the commission. (see list on the nominations hand out).

- Total 15 appointed and voting members PLUS the ex-officio/ non-voting members.
- A question was raised if “electors” might mean any residents of West Hartford which would help to get to the total of 15. Joanna took point to confirm this.

- Regarding town representatives/ Ex-officio members- Please note they also do not vote.
- Rotation: 1/3 of members need to rotate off every year. To start the process, we will establish that, of the 15 members on the commission, 5 will serve 1 year, 5 will serve 2 years, and 5 will serve 3 years. Going forward all terms will be for three years with a max of 2 year term limit.
- If you are appointed, then attendance is expected.
- We also need to ensure political diversity on the commission (one party is not more than 2/3 of the commission).
- Please note that this public forum is the only space in which it is appropriate to discuss SAPC business. It is not appropriate to hold discussions with regard to SAPC business with select members or via email outside of this established public forum. Once established the commission can vote to have a sub-committee discuss an issue or project.
- Frequency of meetings:
 - The commission must hold one meeting annually and others as needed to accomplish its purpose.
 - The commission can discuss the need for and frequency for meeting beyond the 1 annual meeting and confirm if it wants to continue with monthly meetings, times, days, etc. For example, there has been some discussion of holding some meetings in the morning so different people can attend.
- Purpose:
 - The commission needs to discuss how to fulfill its mandate: "A permanent Substance Abuse Prevention Commission is hereby established for the purpose of advising the Town Counsel on ways that it may help address the problems of substance abuse in the entire West Hartford population."
 - We will need to discuss how all our activity supports this purpose.

Vote to hold special meeting

Those in favor of holding a special meeting for the purpose of electing a new chair and commission members say "Ah".

Yes- Pat Tyler, Roszena Haskins, Cyndi Brown

Joanna said she will take the next step to set a date for another the special meeting specifically for 2010 members to vote new members and she will find out if we will vote on the new chair at the next meeting and if the new members can be part of voting for the new chair.

Nominations:

Anyone who would like to be nominated for chair will attend the special meeting and present why they would like to hold this role and what they would like to offer.

Re nominations for commission members. Please complete this form now if you would like to nominate yourself to be appointed to the commission.

- If you represent a different area than specific area of representation, you are welcome to nominate yourself and check “other”. We can then bring this to the Town Counsel to determine the final make-up of the commission.

It was clarified that even if someone is not appointed to the commission, they are still welcome to attend meetings as they are public.

Everyone is welcome to spread the word that we are looking for nominations and invite people to put their names forward for appointed positions.

Joanna said she will specifically be following up with school counseling re representation.

There was discussion about how long we should post the openings for before voting (1 person suggested a month) and Joanna said she would look into this question.

There were other discussions re the make up of the commission, number of substance abuse specialists, etc. and it was acknowledged that we hope this process will increase the representation and attendance at meetings and also we need to be realistic about people’s availability. It was then clarified that we are not yet a voting body and in order to have these discussions we need to first establish a new commission. We can then take up questions re making possible changes to the commission.

Status and Updates:

The remainder of the meeting was focused on status and updates on current projects and initiatives in town. It was explained that until the new commission is established we are not in a position to hold a vote or give recommendations to the town counsel.

Chris Herran-

- There was brief reference to the June meeting in which the idea of bringing Chris Herran was originally proposed by Jamal Hines (Conard Asst. Principal).
- It was clarified that there was not a vote in June to bring Chris Herran and that we would not be having a vote today. Additionally SAPC does not itself hold funds to put toward such events.
- Because Jamal left early any further updates re the school's proposal to bring Chris Herran was put on hold.

ICR grant

- Jean Schensul introduced Mitchel Irving who is replacing Dan who is away in Russia for a year.
- They are happy to continue the collaboration with WHPS and a potential 5 year grant through the state is available.
- The grant for prescription drug prevention in our community will start with a needs assessment.
- During the 1st year they (ICR) will help WHPS develop a group to compile a needs assessment through surveys of the students, parents and residents. Once the assessment is completed by around Feb., this will be submitted with recommendations and next steps by the end of the school year.
- If accepted for the additional 4 years, we would be given information on effective programs already designed/implemented by other towns.
- These will be reviewed and we are able to use the information to design an effective approach in WHPS. There is no money associated for implementation- just the information.
- ICR has hired 3 previous Lead By Example volunteers who will help compile the survey information.
- Jean also advised that there will be an archive of materials available through the commission that we can access to help educate the Town Council and representatives for additional support.

Info/ ID cards- (emergency contact card project)

- Dave Pauluk reported that he received some information back on updating the emergency crisis numbers. He was working with creating a trifold card that could be put into a wallet.
- A member suggested that we look into an app for the phones with the information available to all with a smart phone.

COC- Cyndi B will report at another meeting on COC updates.

Nominations for the Substance Abuse Prevention Commission

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I, Last Name: _____ First Name: _____, would like to nominate myself to serve as an appointed member of the Substance Abuse Prevention Commission for the Town of West Hartford.

Title/ Position: _____

Organization: _____

Email: _____

Political Party: _____

West Hartford Resident: Y _____ N _____

Below is a list of the different representatives who serve on the SAPC. Please circle the role/ representation you would like to hold on the commission.

- Chair
- Rep. from school parent-teacher organization
- Rep. from Bridge Family Center
- Rep. from Hope Works (agency serving youth in town?)
- School counselor to rep. each public & private high schools & middle schools
- Student to rep. each public & private high schools
- One or more shall be a professional in substance abuse counseling.
- AT LEAST seven members shall be electors of the Town of WH:
 - Mayor, Chair of BOE, Town Manager, Supt. of Schools, Dir. Human Services, Public & Private school substance abuse coordinator, Chief of Police or designees (non-voting, ex officio members of Commission)
- Other. Please specify: _____

In a few sentences, please explain why you are interested in serving on the SAPC and your qualifications to do so.

Adjourn

The meeting adjourned at 6:30 PM.

Respectfully submitted,

Joanna Curry-Sartori, LMFT

September 2016

